

CITY OF DUBLIN

California



INVITES APPLICATIONS FOR THE POSITION OF

Senior Administrative Analyst **(Open and Promotional)**

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Friday, August 21, 2015, at 5:00 PM

SALARY

\$8,195 – \$10,244 per month

THE POSITION

The City of Dublin is currently seeking one full-time Senior Administrative Analyst in the City Manager's Office to provide administrative and analytical support in the Economic Development division. This position will assist the Economic Development Director/Public Information Officer in economic development activities, program development, public information, and special assignments. Most importantly, the City is looking for an enthusiastic, creative individual who enjoys varied work assignments and is effective in working with others.

EXAMPLES OF DUTIES

- Participates in the planning, development and implementation of economic development programs and activities.
- Provides technical and administrative support to the City's Ad-Hoc Economic Development Committee.
- Identifies assistance needed by property owners, developers, businesses, or the general community including, marketing, business establishment and promotion, and financial assistance.
- Serve as ombudsperson, when needed, to businesses interfacing with City departments.
- Prepares a variety of reports and conduct economic research on retention, expansion, and attraction of business including outreach and education.
- Monitors and update marketing materials/advertising, web page, brochures, etc.
- Maintains community profile information for the City.

- Assists in the preparation of budgets for specific economic development programs and city-wide organizational budgets.
- Conduct day-to-day management of business incentive programs for the City.
- Researches and prepares grant applications, including maintaining existing programs for compliance with regulations.
- Conducts organizational, administrative fiscal studies, conduct surveys and collects information on operation and administrative issues; evaluate programs and initiate studies and analyses.
- Organizes and coordinates events and markets programs to public agencies, the business community or general public; coordinate contract arrangements between the City and other agencies.
- Performs specific assignments or routine special projects as assigned.

QUALIFICATIONS

1. Education: Graduation from an accredited four-year college or university with a degree in public or business administration, political science, finance, or a closely related field. Possession of an advanced business or public administration degree is desirable.
2. Experience: Four years of progressive experience in municipal government; preferably administrative experience involving the analysis of comprehensive administrative concerns, development of policies and procedures and supervising an administrative activity, including budget preparation responsibilities.
3. Licenses, Certificates and Special Requirements: Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability.

KNOWLEDGE OF

- Elements of economic development law, program development, finance, planning and zoning, administration, and development techniques including, assisting project proponents in developing initial strategies, business retention/expansion opportunities, and public information.
- Business marketing and Social Media methods.
- Principles, practices and methods of administrative and organizational analysis; public administration policies and procedures.
- Principles and practices of supervision, training, management consultations and program analysis.
- Principles and practices of budget development, implementation and analysis.
- Applicable Federal, State and local laws, rules and regulations to assigned programs.
- Financial forecasting, report preparation, research methods, statistical concepts and methods.
- Modern office practices, procedures, methods and equipment.
- Customer service skills.

ABILITY TO

- Analyze administrative, operational and organizational problems, evaluate alternative and reach sound conclusions.
- Consult effectively with management and staff.
- Administer major program budget including the preparation of complex financial reports and analyses.
- Administer judicial proceedings as required by assignment.
- Learn, interpret, and analyze Federal State, and local laws, rules and regulations pertaining to local governmental operations and program areas of responsibility.
- Analyze and monitor the fiscal impacts and fiscal conditions of Development Agreements as applicable to assigned areas of responsibility.
- Utilize computerized spreadsheets and a variety of office software applications.

- Analyze and interpret complex financial problems and develop appropriate alternative solutions.
- Negotiate and administer contracts.
- Conceive and effectively propose or suggest solutions to budgetary needs and problems.
- Communicate clearly and effectively, both orally and in writing.
- Interpret appropriate rules, regulations, contracts, laws and ordinances.
- Deal effectively with City staff and representatives of various public and private agencies.
- Maintain confidential information.
- Establish and maintain accurate records.
- Operate modern office equipment including a computer and applicable software programs.
- Work a flexible schedule including evening and weekend hours.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **SENIOR ADMINISTRATIVE ANALYST** position is **\$8,195 - \$10,244** per month. The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05% Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to 1,426.83 per month
- Post-retirement medical benefits
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$900 annual account seed money
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Thirteen paid holidays (including one floating holiday) per year
- Administrative Time Off – 40 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union.

The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE DEPARTMENT

The purpose of Dublin's Economic Development is to enhance and maintain the City's economic base through programs and activities, which focus on business promotion and retention. The goal of this effort also includes addressing issues related to the revitalization of existing commercial areas in order to protect the competitiveness of our local economy. This essential program is administered through the City Manager's Office.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 53,462 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on "**Member Agencies**," "**City of Dublin**," then on "**Senior Administrative Analyst**," and "**Apply Now**." Applications must be received by 5:00 p.m. on Friday, August 21, 2015. No faxed or e-mailed applications or postmarks will be accepted.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.



SUPPLEMENTAL QUESTIONNAIRE

Senior Administrative Analyst

The City of Dublin has determined the need to obtain additional information on selected candidates for the City's Senior Administrative Analyst position. In order to continue in the City's recruitment process, you are required to complete the following supplemental questions along with your online application in www.CalOpps.org

If you have additional questions regarding the recruitment please contact Angelica Smith at (925) 833-6605.

1. Describe the interrelationship between building, planning and Economic Development in a development-oriented community.
2. Describe your experience working with a business, the community or a developer to bring a project to fruition. Include in your response information regarding public meetings and/or outreach material developed.
3. Describe how the position of Sr. Analyst in Dublin fits into your career goals.